

# TOWN OF NEW WINDSOR PLANNING BOARD

## SITE PLAN CHECKLIST

### ITEM

1. ☒ Site Plan Title
2. ☒ Provide 4" wide X 2" high box (**IN THE LOWEST RIGHT CORNER OF THE PLAN**) for use by Planning Board in affixing Stamp of Approval. (ON ALL PAGES OF SITE PLAN).

SAMPLE:



3. ☒ Applicant's Name(s)
4. ☒ Applicant's Address
5. ☒ Site Plan Preparer's Name
6. ☒ Site Plan Preparer's Address
7. ☒ Drawing Date
8. ☒ Revision Dates
9. ☒ Area Map Inset and Site Designation
10. ☒ Properties within 500' of site
11. ☒ Property Owners (Item #10)
12. ☒ Plot Plan
13. ☒ Scale (1" = 50' or lesser)
14. ☒ Metes and Bounds
15. ☒ Zoning Designation
16. ☒ North Arrow
17. ☒ Abutting Property Owners
18. ☒ Existing Building Locations
19. ☒ Existing Paved Areas
20. ☒ Existing Vegetation
21. ☒ Existing Access & Egress

## PROPOSED IMPROVEMENTS

- |     |            |                                     |
|-----|------------|-------------------------------------|
| 22. | <u>TBD</u> | Landscaping                         |
| 23. | <u>TBD</u> | Exterior Lighting                   |
| 24. | <u>TBD</u> | Screening                           |
| 25. | <u>✓</u>   | Access & Egress                     |
| 26. | <u>✓</u>   | Parking Areas                       |
| 27. | <u>TBD</u> | Loading Areas                       |
| 28. | <u>TBD</u> | Paving Details (Items 25 - 27)      |
| 29. | <u>TBD</u> | Curbing Locations                   |
| 30. | <u>TBD</u> | Curbing through section             |
| 31. | <u>TBD</u> | Catch Basin Locations               |
| 32. | <u>TBD</u> | Catch Basin Through Section         |
| 33. | <u>TBD</u> | Storm Drainage                      |
| 34. | <u>TBD</u> | Refuse Storage                      |
| 35. | <u>TBD</u> | Other Outdoor Storage               |
| 36. | <u>TBD</u> | Water Supply                        |
| 37. | <u>TBD</u> | Sanitary Disposal System            |
| 38. | <u>TBD</u> | Fire Hydrants                       |
| 39. | <u>✓</u>   | Building Locations                  |
| 40. | <u>✓</u>   | Building Setbacks                   |
| 41. | <u>TBD</u> | Front Building Elevations           |
| 42. | <u>✓</u>   | Divisions of Occupancy              |
| 43. | <u>TBD</u> | Sign Details                        |
| 44. | <u>✓</u>   | Bulk Table Inset                    |
| 45. | <u>✓</u>   | Property Area (Nearest 100 sq. ft.) |
| 46. | <u>✓</u>   | Building Coverage (sq. ft.)         |
| 47. | <u>✓</u>   | Building Coverage (% of total area) |
| 48. | <u>TBD</u> | Pavement Coverage (sq. ft.)         |
| 49. | <u>TBD</u> | Pavement Coverage (% of total area) |
| 50. | <u>TBD</u> | Open Space (sq. ft.)                |
| 51. | <u>TBD</u> | Open Space (% of total area)        |
| 52. | <u>✓</u>   | No. of parking spaces proposed      |
| 53. | <u>✓</u>   | No. of parking spaces required      |

REFERRING TO QUESTION 9 ON THE APPLICATION FORM, AIS THIS PROPERTY WITHIN AN AGRICULTURAL DISTRICT CONTAINING A FARM OPERATION OR WITHIN 500 FEET OF A FARM OPERATION LOCATED IN AN AGRICULTURAL DISTRICT, PLEASE NOTE THE FOLLOWING:

54. NA Referral to Orange County Planning Dept. is required for all applicants filing AD Statement.
55. ✓ A disclosure Statement, in the form set below, must be inscribed on all site plan maps prior to the affixing of a stamp of approval, whether or not the Planning Board specifically requires such a statement as a condition of approval.

A Prior to the sale, lease, purchase, or exchange of property on this site which is wholly or partially within or immediately adjacent to or within 500 feet of a farm operation, the purchaser or leasee shall be notified of such farm operation with a copy of the following notification.

It is the policy of this State and this community to conserve, protect and encourage the development and improvement of agricultural land for the production of food, and other products, and also for its natural and ecological value. This notice is to inform prospective residents that the property they are about to acquire lies partially or wholly within an agricultural district or within 500 feet of such a district and that farming activities occur within the district. Such farming activities may include, but not be limited to, activities that cause noise, dust and odors.

This list is provided as a guide only and is for the convenience of the Applicant. The Town of New Windsor Planning Board may require additional notes or revisions prior to granting approval.

**PREPARER'S ACKNOWLEDGMENT:**

THE PLAT FOR THE PROPOSED SITE PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THIS CHECKLIST AND THE TOWN OF NEW WINDSOR ORDINANCES, TO THE BEST OF MY KNOWLEDGE.

BY:  1/9/04  
Licensed Professional Date

⌘ ⌘ ⌘ ⌘ ⌘ ⌘

**PLEASE NOTE:**

⌘ ⌘ ⌘ ⌘ ⌘ ⌘

**THE APPLICANT OR THEIR REPRESENTATIVE IS RESPONSIBLE TO KEEP TRACK OF ALL EXPIRATION DATES FOR ANY AND ALL APPROVALS GRANTED TO A PROJECT. EXTENSIONS MUST BE APPLIED FOR PRIOR TO EXPIRATION DATE.**